

STATE OF MAINE

BOARD OF DENTAL PRACTICE

APPLICATION FOR LICENSURE

DENTURIST

- Standard Application
- Endorsement Application



Maine Board of Dental Practice
143 State House Station
Augusta, ME 04333-0143

Office Telephone: (207) 287-3333
Office Facsimile: (207) 287-8140
TTY users call Maine Relay 711
Website: www.maine.gov/dental

Office located at: 161 Capitol Street, Augusta, Maine

Revised: 06/2017

APPLICANT INFORMATION GUIDE

The application material you have requested from the Board of Dental Practice is enclosed. Please note that this application is also a request to qualify to take the Board approved examination. Once approved, your name will be forwarded to the examining company and information regarding the examination will be sent to you under separate cover. This packet contains all the relevant materials you need to complete your application for licensure in the State of Maine. Please read all the information carefully. If you have any questions after reading this packet, please call or e-mail our office.

FURNISHED TO APPLICANT

- Application Information Guide
- Individual License Application
- Certification of Denturism Education Form
- Verification of Licensure Form
- Jurisprudence Examination
- Maine's Mandated Reporter Requirements for Suspected Child Abuse website
- Maine's Medical Professionals Health Program website

ADDITIONAL RESOURCES

- Board of Dental Practice Statute, Title 32, Chapter 143

Please read these carefully and review periodically for changes. You are responsible for knowing and complying with all Maine Laws throughout your licensure.

Available: <http://legislature.maine.gov/legis/statutes/32/title32ch143sec0.html> or call (207) 287-3333

- Board of Dental Practice Rules

Please read these carefully and review periodically for changes. You are responsible for knowing and complying with all Board Rules throughout your licensure.

Available: <http://www.maine.gov/sos/cec/rules/02/chaps02.htm#313> or call (207) 287-3333

- Statutory Authority, Titles 5 & 10

Available: <http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

<http://www.mainelegislature.org/legis/statutes/5/title5ch341sec0.html>

APPLICATION INFORMATION GUIDE

- **National Practitioner Data Bank (NPDB)**: You are required to obtain a self-query report and submit the report to the Board with your application. Please visit NPDB's website at <http://www.npdb.hrsa.gov/index.jsp> or contact them directly at: 1-800-767-6732.
- **Out of State Background Checks**: The Board requires that you provide a criminal background check from each state in which you reside or have resided during the past 10 years immediately preceding your application. You can either contact each state individually by visiting the following link <https://www5.informe.org/online/pcr/faq.htm> or request a statewide Federal Bureau of Investigation report; see website at: <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>. If you reside/resided in the State of California then please request forms directly from Board staff.
- **Verification of Licensure Form**: The Board requires that you submit verification of licensure for any professional license ever held, i.e. expired, inactive, retired, etc. from any licensing authority as part of the application materials.
- **Certificate of Education Form**: The Board requires that your denturism education be verified by the educational institution/program and submitted directly to the Board.
- **Mandated Reporter Requirements for Suspected Child Abuse**: Maine law requires that dentists and dental hygienists immediately report or cause a report to be made to the Maine Department of Health and Human Services (DHHS) when the licensee knows or has reasonable cause to suspect that a child has been or is likely to be abused or neglected or that a suspicious child death has occurred. Mandated Reporter Training and additional information regarding mandated reporting can be found at: <http://www.maine.gov/dhhs/ocfs/cps/>
- **Maine's Medical Professionals Health Program (MPHP)**: The MPHP works cooperatively with six Maine boards of licensure, hospitals, medical staffs, and professional associations to ensure that professionals in need of treatment and services get the help they need. The MPHP is not a treatment program, but their staff will help professionals to find the resources they need, to better understand the treatment and recovery process, and to implement strategies for return to safe practice. <https://www.mainemed.com/member-services/medical-professionals-health-program>
- **10 Day Reporting Requirement**: Please be advised, pursuant to 32 MRS §18352, licensees and applicants are to report to the Office, in writing, any change of name or address on file with the Office, any criminal conviction, any revocation, suspension or other disciplinary action taken in this or any other jurisdiction against any occupational or professional license held, or any material change set forth in this application within ten (10) days.
- Please submit your application materials to the Board by mail or hand delivery to our office. **Faxed submissions will not be accepted.** Your application will be reviewed and processed in the order that it was received. Application reviews generally take at least two weeks, barring any action required by the full Board, or any high volume renewal of licensure periods.
- Pursuant to M.R.S. Chapter 143 §18341 (3), An applicant has 90 days after being notified of the materials needed to complete the application to submit those materials to the board. You will be notified by mail if there are deficiencies with your application. You may also check the Board's website at www.maine.gov/dental. It is the responsibility of the applicant to see that all documentation is completed and returned to the Board for consideration. Failure to complete the application within that 90-day period may result in a denial of the application.

THERE ARE 2 PATHWAYS FOR LICENSURE AS A DENTURIST

PATHWAY I – STANDARD APPLICATION

An application for examination shall include:

- ☐ Completed and signed Application (pgs. 1-13)
- ☐ Payment of an Application Fee of \$80.00
- ☐ Payment of a Licensure Fee of \$140.00 in odd-numbered years/\$70.00 in even-numbered years
- ☐ Payment of a Criminal History Records Check Fee of \$21.00 (if applicable)

Note: All fees can be in one payment.

- ☐ Completed Certificate of Denturism Education
- ☐ Official documentation of passing score the Qualifying Examination approved by the Board
- ☐ Passing Score on Jurisprudence Examination
- ☐ Completed Verification of Licensure Form(s)
- ☐ NPDB Self-Query Report
- ☐ Current; valid CPR Certification
- ☐ Out of State Criminal Background check report(s) (if applicable)
- ☐ Board Interview (Only if the applicant graduated from a denturism program more than one year prior to date of application)

PATHWAY II – ENDORSEMENT/RECIPROCITY

An application for licensure on the basis of endorsement/reciprocity shall include:

- ☐ Completed and signed Application (pgs. 1-13)
- ☐ Payment of an Application Fee of \$80.00
- ☐ Payment of a Licensure Fee of \$140.00 in odd-numbered years/\$70.00 in even-numbered years
- ☐ Payment of a Criminal History Records Check Fee of \$21.00

Note: All fees can be in one payment.

- ☐ Completed Certificate of Denturism Education
- ☐ Official documentation of passing score of the Qualifying Examination approved by the Board
- ☐ Official documentation of passing score on the Northeast Regional Board Examination; may be waived by the Board
- ☐ Passing Score on Jurisprudence Examination
- ☐ Completed Verification of Licensure Form(s); proof of active practice for 3 years prior to application
- ☐ NPDB Self-Query Report
- ☐ Current; valid CPR Certification
- ☐ Out of State Criminal Background check report(s)
- ☐ Subcommittee Interview (if applicable)

STATE OF MAINE / BOARD OF DENTAL PRACTICE

Mailing Address: 143 State House Station, Augusta, Maine 04333-0143 **Courier address:** 161 Capitol Street, Augusta, Maine 04330
Phone: (207) 287-3333 Fax: (207) 287-8140 TTY users call Maine Relay 711 Website: www.maine.gov/dental

Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 143 State House Station, Augusta, Maine 04333- 0143.
- **Where are you located?** 161 Capitol Street, Augusta, Maine.
- **What hours are you open?** 8:00 a.m. to 5:00 p.m. weekdays.
- **Can I come to Augusta to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Augusta to pick up my license?** No. Your license will be mailed to you.
- **How can I check the status of my application?** You can check our website:
www.maine.gov/dental
- **How far back do I go answering the criminal conviction question?** Any conviction, ever.
- **Can I fax my application?** No.

NOTICES

BACKGROUND CHECK: Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Maine Board of Dental Practice requires a criminal history records check as part of the application process for all applicants.

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application including the criminal background disclosure question?
- Sign and date your application?
- Include the required fee(s). Make checks payable to "Maine State Treasurer" or complete the credit card section on the application. **DO NOT SEND CASH.**
- Make a copy of your application to keep for your records.



STATE OF MAINE
BOARD OF DENTAL PRACTICE

INDIVIDUAL LICENSE APPLICATION

APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	FIRST	MIDDLE INITIAL	LAST
ANY OTHER NAMES EVER USED			
DATE OF BIRTH	mm / dd / yyyy	SOCIAL SECURITY NUMBER	
MAILING ADDRESS			
CITY	STATE	ZIP CODE	COUNTY
PHONE ()	FAX ()	E-MAIL	

CRIMINAL BACKGROUND DISCLOSURE

NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.

1. Have you ever been charged, summonsed, indicted, arrested or convicted of any criminal offense, including when those events have been deferred, set aside, dismissed, expunged or issued a stay of execution?

(circle one) NO YES

If yes, enclose a detailed description of what happened (including dates), police report and a copy of the court judgment.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Maine Board of Dental Practice will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.

SIGNATURE

DATE

Board of Dental Practice

Required Fee: \$241.00
(includes Criminal History Records Check Fee)

Office Use Only

2619 - \$ 80.00
2631 - \$140.00
2690 - \$ 21.00

Please Select License Type:

- ☐ Standard (DTR) - Denturist
☐ Reciprocity (DTR) - Denturist

Office Use Only

Check # _____
Amount: _____
Cash #: _____
License #: _____

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" - If you wish to pay by credit card, fill out the following:

NAME OF CARDHOLDER (please print)	FIRST	MIDDLE INITIAL	LAST
I authorize the Maine Board of Dental Practice to charge my <input type="checkbox"/> VISA <input type="checkbox"/> M/C <input type="checkbox"/> Discover <input type="checkbox"/> AMEX the following amount: \$ _____			
Card number:	XXXX-XXXX-XXXX-XXXX	Expiration Date	mm / yyyy
SIGNATURE	DATE		

High School Education		
Name of Academic Institution:		
Mailing Address:		
City:	State:	Zip Code:
Major:	Degree Granted:	Date Conferred:

Denturism Education		
Name of Dental School Attended:		
Mailing Address:		
City:	State:	Zip Code:
Degree Granted:		Date Conferred:

Current or Intended Place of Employment		
Name of School or Program Affiliation:		
Mailing Address:		
City:	State:	Zip Code:
Dates:		

Name of School or Program Affiliation:		
Mailing Address:		
City:	State:	Zip Code:
Dates:		

Name of School or Program Affiliation:		
Mailing Address:		
City:	State:	Zip Code:
Dates:		

Previous Employment

List in chronological order all professional experience including full work history of practice, and all healthcare entities where you have held or now hold privileges.

Dates	Name of Practice	Address	Supervisor's Name, if applicable

Continuing Education Activities

Please list continuing education activities that you have completed during the past two years prior to this application.

Date	Title of Activity	Hours Earned

Credentialing History

Have you ever held a professional license/certification/registration in this or any other state/country?

☐ YES ☐ NO

If yes:

Profession	License #	State/Country	Date Issued	Expiration Date

Out of State Background Check

Please list the states in which you reside or have resided in for the previous ten (10) years – you must provide a criminal background check report for each of the states listed:

Licensure / Disciplinary Questions

Please circle each answer. If any of the following questions are answered yes, please provide details on a separate sheet and attach to application.

1. Have you ever been denied licensure in any state, Canadian province or other country?

YES NO

2. Have you ever possessed a license to practice that was suspended, revoked or subjected to other disciplinary action?

YES NO

3. Have your practice privileges ever been restricted?

YES NO

4. Have you ever left a dental licensing jurisdiction (INCLUDING MAINE) while a complaint or allegation was pending?

YES NO

5. Have you ever been denied registration or had your ability to administer, prescribe, dispense controlled substances modified, restricted, suspended, revoked, or voluntarily suspended by:

a. U.S. Drug Enforcement Administration (DEA)? YES NO

b. Any state, territory of the U.S., including Maine? YES NO

6. Have you ever received a sanction from the Center for Medicare and Medicaid Services or any state Medicaid program?

YES NO

7. Have you ever rendered services illegally?

YES NO

8. Are you now, or have you ever been, addicted to the use of alcohol, narcotic or other drugs?

YES NO

Licensure / Disciplinary Questions

Please circle each answer. If any of the following questions are answered yes, please provide details on a separate sheet and attach to application.

9. Are you now, or have you ever been hospitalized or undergone treatment for alcohol or drug dependency?

YES NO

10. Have you ever been hospitalized for the treatment of mental illness?

YES NO

11. Have you ever been diagnosed with or treated for a medical, mental health, or addictive condition which in any way currently limits or impairs your ability to practice dentistry or to function as a dentist?

YES NO

12. Have you ever been diagnosed with or treated for any medical mental health, or addictive disorder that impaired your behavior, judgment, understanding, or ability to function in school, work or other important life activities?

YES NO

13. Have you had a disabling physical or mental illness(es) that resulted in any hospitalization or that prevented you from working or carrying out your usual daily responsibilities for more than 30 days?

YES NO

14. Have you raised the issue of consumption of drugs or alcohol or the issue of a medical, mental health or addictive disorder as a defense or in mitigation of, or as an explanation for your actions in the course of any administrative or judicial proceeding or investigation; any inquiry or other proceeding; or any proposed termination action (educational, employer, government agency, professional organization, or licensing authority)?

YES NO

15. Are you currently engaged in the use of illegal use of drugs or misuse of any drugs?

YES NO

Licensure / Disciplinary Questions

Please circle each answer. If any of the following questions are answered yes, please provide details on a separate sheet and attach to application.

16. Have you ever had a claim or suit alleging malpractice liability in which you are/were named as a defendant, including nuisance suits settled, adjudicated by a court in favor of the other party, or settled by your insurance company/representatives without your express consent?

YES

NO

17. Are you currently in default on payment of student loans?

YES

NO

18. Have you read the laws and rules governing dental practices in Maine?

YES

NO

Affidavit of Applicant

I have read and completed this application and attest that all information is true to the best of my knowledge. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license to practice denturism in the state of Maine.

I hereby authorize all hospitals, institutions or organizations, personal physicians, employers (past and present), business and professional associations (past and present), and all government agencies and instrumentalities (local, state, federal or foreign) to release to the Maine Board of Dental Practice, my references and information, files, or records requested by the Board in connection with processing of this application. I hereby authorize the Maine Board of Dental Practice to use photocopies of this authorization and waiver in lieu of the original.

I further authorize the Maine Board of Dental Practice to release to the organizations, individuals and groups listed above, any information which is material to my application.

Signature of Applicant: _____

Date: _____

VERIFICATION OF LICENSURE

To be completed by applicant prior to mailing to each state in which you now hold or have ever held a license to practice. Please print. (This form may be copied as necessary.)

Applicant

Name: _____

Address: _____

(state)

(zip code)

License Type/Number: _____ Date Issued: _____

I hereby authorize the Board of Dentistry of the State of _____
to furnish to the Maine State Board of Dental Practice the information requested below.

Applicant Signature:

Date:

To be completed by the State Licensing Board verifying the above information. Please complete this section and return to the applicants address above:

LICENSING BOARD OR AGENCY: This is to certify that the above-named was issued:

License #

Date issued

Date of expiration

Current Status of License: (check all that apply) ☐Active ☐Inactive ☐Lapsed
☐Probation ☐Restricted ☐Suspended ☐Revoked

Disciplinary Action: ☐ Yes ☐ No

(If yes, please attach a copy of the decision and a detailed explanation for the discipline and a copy of the consent agreement(s) or decision & order(s) issued)

Has this license ever been revoked, suspended, limited, surrendered, restricted, placed on probation, disciplined in any way or is it currently under investigation? ☐ Yes ☐ No

Signature: _____

Title: _____

State completing this form: _____

Date: _____

(SEAL)

**STATE OF MAINE
BOARD OF DENTAL PRACTICE**

CERTIFICATE OF DENTURISM PROGRAM COMPLETION

I am applying to practice denturism in the state of Maine. The Maine Board requires verification of my education. This is your authority to release any information in your files directly to the Maine Board at the address below.

THIS SECTION TO BE COMPLETED BY THE APPLICANT.

Applicant's name: _____

Applicant's address: _____

Dates of attendance: from _____ to _____

THIS SECTION MUST BE COMPLETED BY THE DEAN, SECRETARY OR REGISTRAR OF THE SCHOOL.

I hereby certify that the above named applicant has completed a denturism program.

Name of denturism program/school _____

Address of school _____

Dates of attendance: from _____ to _____

Program completion date: _____

Name & title of school official: _____

Official's signature _____ dated: _____

**PLEASE PLACE
SCHOOL SEAL
HERE**

Mail to:

**Maine Board of Dental Practice
143 State House Station
Augusta, ME 04333-00143**

BOARD OF DENTAL PRACTICE
Jurisprudence Examination for Denturists

NAME: _____

DATE: _____

To successfully complete this examination, 45 of 50 questions must be answered correctly. It is an open book examination. The answers may be obtained by going to our website at www.maine.gov/dental, and click on “Statutes and Rules” on the home page. Please circle the correct answer.

- | | True | False |
|--|------|-------|
| 1. The use of false, misleading or deceptive advertising can be grounds for the modification, suspension or revocation of a license. | T | F |
| 2. If the Board concludes that suspension or revocation of the license is in order, the Board may file a complaint in District Court. | T | F |
| 3. The Board of Dental Practice consists of five dentists, one hygienist and two public members. | T | F |
| 4. A consent agreement may be used to terminate a complaint investigation if entered into by the Board, the licensee and the Attorney General’s office. | T | F |
| 5. Identification marks on removable dental prosthesis may be omitted in their entirety in special situations. | T | F |
| 6. The license for dental radiography must be renewed annually. | T | F |
| 7. Advertising one’s professional superiority or the performance of professional services in a superior manner is considered unprofessional conduct. | T | F |
| 8. The practice of denturism includes removable partial dentures. | T | F |
| 9. The licensed practice of denturism requires the direct supervision of a dentist of record. | T | F |
| 10. The Board of Dental Practice is authorized to adopt rules and regulations establishing educational requirements for the purpose of eligibility for licensure as a denturist. | T | F |
| 11. A denturist may alter structure of a natural tooth to obtain better occlusion. | T | F |
| 12. Failure to surrender a patient’s records upon appropriate request by the patient or the patient’s agent is an example of unprofessional conduct. | T | F |
| 13. A denturist must have an oral health certificate dated and signed by a licensed dentist not more than 60 days prior to the initiation of treatment. | T | F |
| 14. A denturist can provide general supervision to allow dental radiographers to take radiographs. | T | F |
| 15. The practice of denturism does not include the service of soft relines. | T | F |

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| 16. | The practice of denturism allows for the altering of soft tissue to provide better denture base contour. | T | F |
| 17. | To qualify for the renewal of the denturist's license, a total of 20 hours of Board approved courses must be earned within two years preceding the licensure renewal date. | T | F |
| 18. | At the time of renewal in odd-numbered years, licensure is automatically suspended if not renewed by February 1st. | T | F |
| 19. | A person who practices or falsely claims legal authority to practice denturism without first obtaining a license commits a class E crime. | T | F |
| 20. | A person shall be eligible to take the exam in denturism who: | T | F |
| | 1. is a high school graduate or has obtained high school equivalency; and | | |
| | 2. has a diploma from a Board-approved denturism postsecondary institution or has completed an equivalent denturist education program approved by the Board. | | |
| 21. | Denturists may prescribe and dispense medications or controlled substances when they pertain to the fabrication of full dentures. | T | F |
| 22. | A denturist may represent oneself as a dentist if working directly with a dentist. | T | F |
| 23. | Denturists cannot be licensed by endorsement. | T | F |
| 24. | Failure to comply with an order of the Board to submit to a mental or physical exam requires the Administrative Court to immediately order the license of the denturist suspended until the denturist submits to the examination. | T | F |
| 25. | Continuing education hours obtained in excess of the 20 required each biennium will <u>not</u> be carried forward as credit for the succeeding 2 year period continuing education requirements. | T | F |
| 26. | A licensee must provide the Secretary/Treasurer of the Board with any change of name or address within 60 days of such a change. | T | F |
| 27. | Only the Maine Dental Association may submit nominations to the Governor for appointment to the Maine Board of Dental Practice. | T | F |
| 28. | Dental laboratory prescriptions shall be written in duplicate with the dentist and denturist retaining the duplicate copy. | T | F |
| 29. | Direct supervision is required for a hygienist to take impressions for casts to fabricate athletic mouth guards. | T | F |
| 30. | A dental radiographer may practice under the general supervision of a dentist. | T | F |
| 31. | One of the requirements in order to qualify for a license to practice dental radiography | T | F |

is to have a high school diploma or its equivalent.

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|-----|---|---|---|
| 32. | A patient entering a multi-dentist practice must be informed of his/her dentist of record. | T | F |
| 33. | General supervision means that the dentist is not required to be on the office premises at the time the procedure is performed by the dental auxiliary. | T | F |
| 34. | It is considered unprofessional conduct for a dentist to delegate the task of diagnosis and treatment planning. | T | F |
| 35. | A certified dental assistant (C.D.A.) is a dental assistant who has successfully passed the certification examination administered by the Maine Board of Dental Practice. | T | F |
| 36. | The counseling of patients in dental health and the performance of pulp testing by dental assistants are both allowable duties only under direct supervision. | T | F |
| 37. | It shall be unlawful for any person not otherwise authorized by law to practice dental radiography without having a current license issued by the Board. | T | F |
| 38. | If the Board concludes that modification or non-renewal of a license might be in order, the Board shall hold an adjudicatory hearing. | T | F |
| 39. | The Board may request an informal conference if they receive a complaint about a licensed dental professional. | T | F |
| 40. | A dentist is not liable for the activities of a denture technologist in his/her employ. | T | F |
| 41. | The Board shall notify the licensee of the content of a complaint filed against the licensee within 60 days. | T | F |
| 42. | Every act constituting a violation of the Dental Practice Act is a separate offense. | T | F |
| 43. | A dentist must complete 60 hours of continuing education credits every biennium to renew the license. | T | F |
| 44. | Drug addiction or chronic alcoholism are causes for which a license may be suspended or revoked. | T | F |
| 45. | Registration cards must be exhibited near the license or certificate of ability to practice. | T | F |
| 46. | The purpose of the Board of Dental Practice is to protect the dentists, dental hygienists and denturists in the State of Maine. | T | F |
| 47. | A dental hygienist, denturist or dental radiographer may perform only those duties delegated by the Maine Dental Practice Act and Rules. | T | F |
| 48. | Dentures (full) need not contain any form of identification. | T | F |
| 49. | The Board may conduct or authorize an investigation of violations of the laws relating to the practice of dentistry, dental hygiene, denturism and dental radiography. | T | F |
| 50. | The Board may adopt Rules and Regulations relative to the Dental Practice Act. | T | F |

